

Records Management

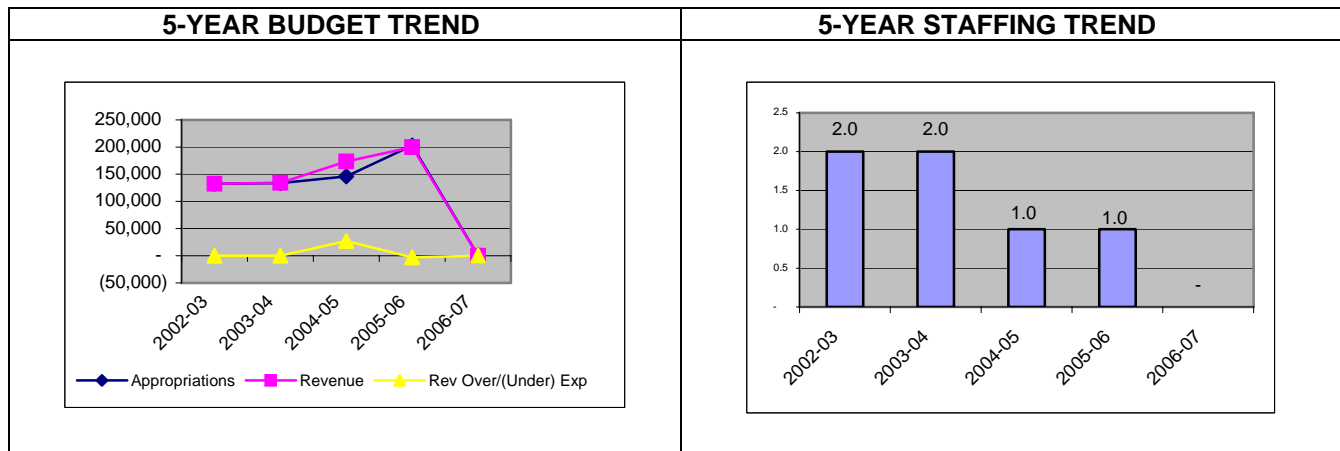
DESCRIPTION OF MAJOR SERVICES

Records Management has been responsible for storage of inactive records and their eventual destruction at County departments' directions in accordance with their County Board of Supervisors' approved records retention schedules. This division relocated inactive files from County departments into a central storage facility, where the files were maintained and made accessible to owning departments upon request. The division also identified records eligible for destruction based on schedules established by the owning agency.

The Records Management budget operated as an Internal Service Fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

At the direction of the County Administrative Office, the fund was closed at the end of 2005-06. The revenue received from its various services was not enough to cover the expenses needed to operate. To continue operating, rates for the various services would have been raised significantly. With increased rates, Records Management would not have been competitive with storage facilities outside of the county.

BUDGET HISTORY



PERFORMANCE HISTORY

	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Modified Budget	2005-06 Actual
Appropriation	220,275	113,142	146,077	203,135	190,272
Departmental Revenue	118,331	138,378	188,094	200,240	119,979
Revenue Over/(Under) Exp	(101,944)	25,236	42,017	(2,895)	(70,293)
Budgeted Staffing				-	
Fixed Assets	-	-	-	-	-
Unrestricted Net Assets Available at Year End	46,157	(2,283)	68,294		-

Records Management did not have enough revenue to run as a full-service records management operation; expenses increased faster than revenue. Therefore, the Records Management fund was closed at the end of 2005-06.



ANALYSIS OF FINAL BUDGET

GROUP: Fiscal
DEPARTMENT: Auditor/Controller-Recorder
FUND: Records Management

BUDGET UNIT: IRM ACR ACR
FUNCTION: General
ACTIVITY: Finance

	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Actual	2005-06 Final Budget	2006-07 Final Budget	Change From 2005-06 Final Budget
<u>Appropriation</u>							
Salaries and Benefits	45,491	86,888	52,125	54,373	56,966	-	(56,966)
Services and Supplies	174,784	81,438	93,570	135,696	145,966	-	(145,966)
Transfers	-	347	-	203	203	-	(203)
Total Exp Authority	220,275	168,673	145,695	190,272	203,135	-	(203,135)
Reimbursements	-	(55,531)	-	-	-	-	-
Total Appropriation	220,275	113,142	145,695	190,272	203,135	-	(203,135)
Operating Transfers Out	-	-	382	-	-	-	-
Total Requirements	220,275	113,142	146,077	190,272	203,135	-	(203,135)
<u>Departmental Revenue</u>							
State, Fed or Gov't Aid	(147)	-	-	-	-	-	-
Current Services	118,478	138,378	188,094	218,797	200,240	-	(200,240)
Other Financing Sources	-	-	-	(98,818)	-	-	-
Total Revenue	118,331	138,378	188,094	119,979	200,240	-	(200,240)
Rev Over/(Under) Exp	(101,944)	25,236	42,017	(70,293)	(2,895)	-	2,895
Budgeted Staffing					1.0	-	(1.0)

The Internal Service Fund was closed effective June 30, 2006. Any remaining fund balance was transferred to an account with the County Administrative Office. As mentioned above, Records Management was not able to continue operating without significantly raising rates for various services. The rates it would have charged would not have been competitive with outside storage facilities.

FINAL BUDGET CHANGES

There are no final budget changes associated with this budget unit.

